

## **ADDENDUM #1**

To Statement of Work (SOW) For Technology Services Issued By  
Minnesota Department of Agriculture (MDA)

Project Title: Development of a Water Research Inventory Database and Web Application

### **1. This Addendum modifies the Statement of Work publication dated February 2, 2012.**

#### **A. Replace the Liability section of the General Requirements with:**

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

## **Questions and Answers – Posted February 21, 2012**

#	QUESTION	RESPONSE
1	<p>Would the MDA please provide electronic copies of the data model process, data dictionary, and high-level cost estimates so that all 902TS vendors may have an equal opportunity to provide a detailed response?</p> <p>With reference to SOW page 1 - Business Need: The third paragraph states that "An agile development approach can be used for this project based on the high-level identification of requirements already completed." One of the very first phases of a development project will be Requirement Validation. Please provide the detailed list of requirements for the Water Research Inventory Database and Web Application so that vendors may properly estimate this phase of the project.</p> <p>With reference to SOW page 1 - Business Need: Has MDA prepared "use cases" of the Water Research DB and Web Application? If so, please provide the list of use cases.</p>	<p>Electronic copies of the documents made available for viewing in person are now available at the following link: <a href="http://www.mda.state.mn.us/sowresponse">http://www.mda.state.mn.us/sowresponse</a></p> <p>The extent of documented requirements for the Water Research Database exists within the documents available at the above link.</p> <p>MDA has not prepared "use cases" of the Water Research Database and web application.</p>
2	<p>Is there a requirement for a distinct "mobile" version of the public website?</p>	<p>There is no requirement for a distinct mobile version of the public website.</p>

#	QUESTION	RESPONSE
3	<p>Is the budget for this project solely to cover the cost of external contract?</p> <p>With reference to SOW page 1 - Business Need: The first paragraph states that “the project may be scaled on a week-to-week basis.” Please confirm that this contract is a Firm Fixed Price contract with deliverable based payments and that the Firm Fixed Price is not to exceed \$230,400. If so, please clarify that MDA would negotiate a change in scope, price and delivery should you choose to scale the project.</p> <p>Have the funds been encumbered for this project? If so, what is the approximate dollar amount?</p> <p>The SOW indicated the budget for construction to be \$230,400. However the screen development breakdown document (listing the number/categories of screen, the hours and hourly rate) listed the budget at \$350, 400. Which of the two is correct? Please clarify.</p>	<p>The not-to-exceed amount of \$230,400 stated in the SOW is solely to cover the cost of a contract with an external vendor.</p> <p>This will be a Time and Materials contract with deliverables negotiated in the final contract. Billing will be on an hourly basis for services provided.</p> <p>The funds for this contract are available and reserved but cannot be encumbered until a vendor is selected and the contract approved. The funds are part of a state fiscal-year 2012-2013 appropriation to MDA by the Minnesota Legislature for the purpose of developing a Water Research Inventory Database.</p> <p>The screen development breakdown referred to in this question is found on the last page of Exhibit F - High-Level Cost Estimates, accessible via the link provided in answer to Question #1. It shows a potential cost estimate (not a budget) of \$350,400 to develop all draft proposed screens. It also shows estimated development costs for draft proposed screens in each of four priority-level categories. We have budgeted \$230,400 for a contract to plan, execute, monitor, control and close out the development of finalized higher priority screens.</p>
4	<p>Is it mandatory to be qualified in all the categories our company doesn't qualify in</p> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• Web Design &amp; Development _ HTML/XML/DHTML CSS JavaScript</li> </ul> <p>but we do qualify in the other three.</p> <p>With reference to SOW page 3 – Required Skills: The first sentence states that “The successful <b>candidate</b> will have the following minimum qualifications:”</p> <p>Should this read “The successful <b>vendor</b>” since there is several skills sets that a vendor needs to provide versus one candidate?</p>	<p>Yes, a company must be qualified in all of the service categories listed at the beginning of the SOW.</p> <p>Yes, in the first sentence under “Required Skills” in the SOW, “candidate” refers to a candidate vendor or company, not an individual candidate.</p>
5	<p>The SOW indicates that previous assistance from contracted IT professional services did preliminary work to scope and plan the effort. Is this IT professional services individual/company excluded from participating in this SOW?</p> <p>Incumbent vendor. Is the vendor who provided the Phase 1 work allowed to bid on Phase 2? If so, wouldn't that give the incumbent vendor a significant advantage? What would mitigate that advantage?</p>	<p>No, the previous vendor is not excluded from participating in this SOW.</p> <p>The vendor who provided the Phase I work is allowed to bid on Phase 2. The proposal evaluation criteria outlined in the SOW, developed by the Minnesota Office of Technology Enterprise, will be applied consistently and objectively in scoring each proposal to ensure a competitive process.</p>
6	<p>Is there any fixed number of hours; the vendor's development team needs to be physically present on-site (@ Mndep of Agriculture bldg in St. Paul)?</p>	<p>There is no fixed number of hours the vendor's development team must be physically present on site at MDA. However, we anticipate a substantial amount of activities that require interaction with MDA staff, project team, and stakeholders. The SOW, under “Agency Project Requirements,” states that the contractor must be physically available on site (MDA, St. Paul Office) for these types of activities.</p>

#	QUESTION	RESPONSE
7	<p>Will work space be provided at MDA for the consultants? If so, what kind of space will be provided?</p> <p>Will the MDA provide office space for the duration of the project?</p>	MDA will make available the necessary office work space at the MDA main office in St. Paul, for the duration of the contract.
8	<p>Will computers and other tools be provided to the consultants or will they need to provide their own?</p> <p>Is the DB2 (9.7.2) Express-C the licensed version or the non-licensed version?</p> <p>Please outline the State resources/personnel that will be assigned to this project and define their roles and responsibilities. Please include the number of Subject Matter Experts, Testers and Developers that will be allocated to this project.</p> <p>What technical resources, i.e., Java Developer, Database Administrator, Business Analyst, Technical Writer will be provided by the MN Department of Ag?</p>	<p>MDA technical staff will make available the necessary server-side hardware, software, and computing environment. Computing environment details are listed in the SOW under "Project Environment."</p> <p>The DB2 (9.7.2) Express-C is the non-licensed version.</p> <p>MDA has allocated two subject matter experts: one dedicated full-time and the other roughly half-time to the Water Research Database project. Other MDA technical and non-technical staff may participate as needed in project management team meetings.</p> <p>MDA will not assign technical support in the subject areas identified in the question, except to the extent necessary to identify department standards and information technology standards.</p>
9	<p>Can our team work offsite in our office in Minneapolis and then deploy the code on site; in other words can they work remotely from our office. If so can they get access to the system?</p> <p>How will systems access be provided to the consultants?</p> <p>With reference to SOW page 3 - Agency Project Requirements: Will MDA allow vendor resources to work remotely from the MDA main project site?</p> <p>With reference to SOW page 3 - Agency Project Requirements: Will MDA grant remote access to the development and test computing environments?</p> <p>Will the contractor have access to the test environment via VPN while working remote?</p>	<p>The vendor's team can conduct certain agreed-upon work offsite; however, there will be no remote access to the systems housed at MDA. Systems access will be provided on-site only, at the MDA main office in St. Paul.</p> <p>There will be no remote access provided to the development and test computing environments. Access will be on-site only.</p>
10	Will the State provide a version control (for code checkin/checkout) repository or will that be done offsite at the vendor location?	Code management will be the vendor's responsibility during development.
11	Is the department willing to consider other open-source web technologies, like PHP?	No.
12	<p>What is the anticipated concurrent access rate? (i.e., will there be an average of 10, 20 or more users doing searches at a given minute).</p> <p>a. Is there an estimated number of active users per hour at peak usage?</p> <p>b. Is there an estimated number of data entry users (adding/editing documents) at peak usage?</p>	<p>We anticipate less than 100 users conducting searches concurrently. We do not have an estimated number of active users per hour, however, we could arrive at an estimate by inquiring with administrators of similarly scaled web applications we are familiar with. Currently, we estimate no more than 70 active data entry users in all, and no more than 30 adding/editing documents at any one time. Most data entry users will be supplied by other agencies and organizations subject to a Data Entry Partnership Agreement with MDA. We currently anticipate developing about 30 such agreements, with one or two data entry users per organization.</p>

#	QUESTION	RESPONSE
13	Are there estimated row counts for Abstract, Record, and User entities available?	The database will be designed to accommodate tens of thousands of research records and abstracts over time. People who access and utilize the public database will be recorded in the database as users only if they choose to register in order to save searches or access other potential database features; we currently anticipate up to 400 registered public users. The anticipated number of data entry users is discussed in answer to Question #12. We currently anticipate less than 50 users of other types.
14	Will the MDA add historical data in a “bulk load” of consistent (and complete) data?	While we will explore the potential to bulk-load certain types of research records where possible, our data collection efforts thus far lead us to conclude that the condition of many of the research records to be entered makes bulk-loading unfeasible. As described in page 1 of Exhibit B – Project Overview (accessible via the link provided in answer to Question #1), the focus of the database is research from the year 2000 forward; therefore, we will not consider bulk-loading data about research older than that.
15	Is there a requirement to keep the historical state of a given record or abstract? (i.e., Is there a requirement to track the changes which have taken place, so a user can see that a particular document stated “X” last year, but states “Y” this year.)	We have considered this type of requirement and tentatively concluded that it is a relatively low priority.